



## 4.1.110

# Leave of Absence Without Pay Policy

---

Date of last board of trustees review: March 13, 2024

The originator of this policy is People & Workplace Culture. Questions regarding this policy may be directed to the originator by calling 801-957-4210.

---

### 1. Policy

The college grants employees a leave of absence without pay for personal or public service leave with appropriate administrative approval.

### 2. References

Reserved



## 4.1.110

# Leave of Absence Without Pay Procedure

Date of last executive cabinet review: October 31, 2023

The originator of this procedure is People & Workplace Culture. Questions regarding this procedure may be directed to the originator by calling 801-957-4210.

### 3. Definitions

- A. **Personal Leave:** leave granted to an employee when unusual personal circumstances require an employee to be absent from work for up to 90 calendar days.
- B. **Public Service Leave:** leave granted to an employee for elected official duties or other temporary public service duties.

See [Personnel Definitions](#)

### 4. Procedures

#### A. Request for Leave

1. For leave without pay ("LWP") of 14 days or less, employees must obtain supervisor approval and enter time through web or department time entry.
2. For LWP longer than 14 days, employees must submit, in writing, an LWP agreement form to their immediate supervisor.
3. Supervisors must submit LWP agreement forms to the Leave Coordinator in People and Workplace Culture ("PWC"). After processing, PWC must submit LWP agreement forms to the appropriate vice presidents for approval.
4. PWC recognizes that personal leave needs may differ between staff and faculty employees. PWC will consider this when reviewing LWP agreement forms.
5. Employees must use any accumulated vacation before the leave of absence without pay begins.

#### B. Employment Credit

Employees are entitled to the same years of employment credit to which they were entitled at the commencement of the leave of absence without pay.

**C. Benefits**

1. The college does not compensate employees for holidays that fall during LWP.
2. Employees do not earn sick leave, vacation leave, or retirement credits during LWP.
3. Employees may continue their college insurance benefits during LWP. To do so, the employee must arrange with the Benefits Office in PWC before LWP to pay for the total premiums, including the college's portion.
4. Employees on LWP may arrange with the Benefits Office in PWC to continue their insurance with COBRA and retirement benefits.

**D. Return to Equivalent Position**

Employees will return to the same or equivalent position and pay (including any cost of living and equity increases) they held when they began LWP unless the position or program has been affected because of a financial exigency, program reduction, or program elimination.

**E. Failure to Return from LWP**

Employees who fail to return from LWP may be terminated.

**F. Public Service Leave Extensions**

1. At the end of LWP, employees on LWP for public service leave may submit a request for leave extension in writing to their immediate supervisor.
2. Supervisors must send the LWP extension requests to the Leave Coordinator in PWC. After processing, the LWP agreement will be submitted to the appropriate vice presidents for approval.